

Alleghany County is seeking a skilled professional with proven leadership ability to serve as the next **County Manager** as our current manager has taken another manager position after nineteen years of service. Alleghany County prefers a County Manager who will successfully establish and foster internal and external relationships. The governing board is seeking a candidate with strong finance/budget/administrative skills while encouraging economic development in our mountainous area. In addition, the County Manager will lead departments and build teams to provide quality services to the County's citizens.

The Community:

Alleghany County is a place of quiet nights, echoing bluegrass music, many local artisans, abundant wildlife, and spectacular scenery. Our county contains or borders hundreds of miles of hiking trails including the Blue Ridge Parkway, Stone Mountain State Park and the nationally known Mountain to Sea Trail. Portions of the Appalachian Trail also flow through Alleghany County. Natural beauty abounds with the north flowing – yes north flowing, New River with plenty of opportunities for canoeing, kayaking, fishing or just being lazy by the sound of the rippling water. The New River provides several types of fishing including fly, small mouth bass, muskie and catfish. Small streams and the Little River provide quality trout-fishing waters. With a population of just over 11,000, Alleghany County is a smaller thriving community with a strong sense of family. Christmas tree farms and other agricultural based businesses are visible throughout our beautiful scenic county. Located at the crossroads of the county's two main corridors US 21 and NC 18, Sparta is the physical center as well as the focus of community life for Alleghany County. Wilkes Community College – Alleghany Campus, is housed in the Blue Ridge Business Development Center/WCC Building located just off Main Street. Alleghany County is home to Alleghany Memorial Hospital, a partner of Wake Forest Baptist Medical Center.

Position Description/Responsibilities:

Alleghany County employs 145 FTE employees across 21 departments and has a total budget of \$15M. The County Manager serves as chief administrator of county government and maintains responsibilities for administering all departments under the general control of the five-member Board of Commissioners. General duties include:

- Plans, directs and supervises the activities and daily operations of all County officials and departments including appointing, suspending, discharging, transferring or removing County employees as authorized by North Carolina General Statute (NCGS) 153A-82.
- Acts as Budget Officer in preparation of fiscal year budget.
- Transmits policies, orders, resolutions and regulations of the Board of Commissioners to those concerned thereby; to oversee the faithful execution thereof; and report to the Board of Commissioners as to the operation thereof.
- Makes arrangements and plans for all meetings of the Board of Commissioners, including preparation of the agenda. Attends all regular and special meeting and participates in all discussion and presents views on all matters coming before the Board. Recommends to the Board of Commissioners such measures for adoption.
- Keeps the Board of Commissioners informed of the operations of all departments, commissions and agencies of County Government which the Board of Commissioners has the authority to control; makes reports to the Board from time to time upon the affairs of the County and to keep the Board fully advised as to the financial condition of the County and its future financial needs.

- Prepares and submits the annual budget and capital program to the Board of Commissioners. Consults with all departments, commissions and agencies of County Government in the evaluation of their operating and capital outlay needs.
- Prepares and recommends policies for adoption by the Board of Commissioners when the development of such policies would tend to promote efficiency and economy in County Government.
- Supervises Department Heads. Advises and assists other elected or appointed officials.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the governing process at the federal, state and local levels exhibiting in depth knowledge of North Carolina and county government functions; knowledge of the principles and practices of public administration; knowledge of the principles and practices of public human resource management; knowledge of the organization, function and methods of operation of county departments; knowledge of general management and office organization principles and practices; knowledge of local government budgeting, financial management, and purchasing practices; knowledge of the basic laws, ordinances and regulations underlying the county governance; knowledge of county finance and administration; skill in management and supervision; skill in analyzing data and making decisions; skill in negotiating and problem solving; skill in public and interpersonal relations; and skill in oral and written communication.

Qualifications:

A bachelor's degree in Public or Business Administration, Economics, Finance or related field is required; ICMA accreditation is desirable. Prefer candidates have five or more years of successful supervisory and management experience in local government.

Salary and Special Requirements:

Salary is negotiable based on experience and qualifications. Successful candidate must possess or be able to obtain a North Carolina driver's license upon employment, have permanent residence located in Alleghany County within a reasonable amount of time as approved by the board, and successfully pass pre-employment drug test, criminal background and DMV driving record checks. The county manager position will be subject to the current Alleghany County Drug and Alcohol Program.

Application Process:

To apply, please submit a letter of interest, detailed resume with references, and a complete State Application for Employment (PD 107) to Donna Shumate, Alleghany County Attorney, PO Box 816, Sparta, NC 28675. A State Application for Employment (PD 107) and information regarding the offering of benefits can be found online at <http://www.alleghanycounty-nc.gov>. The application process will remain open until the position is filled; first review of applications will begin in mid August. Alleghany County is an Equal Opportunity Employer.

ALLEGHANY COUNTY FULL-TIME EMPLOYEE BENEFITS PACKAGE

July 1, 2016

HOLIDAYS (11-12)

New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Day After, Christmas-Two or Three Workdays

VACATION LEAVE

Less Than 2 Years	10 Days per Year
2-5 Years	12 Days per Year
5-10 Years	15 Days per Year
10-15 Years	18 Days per Year
15-20 Years	21 Days per Year
20+ Years	24 Days per Year

SICK LEAVE

12 Days Each Year

INSURANCE

Medical

Employee Coverage Provided by County

Children	-	\$535 Monthly
Spouse	-	\$763 Monthly
Family	-	\$1,020 Monthly

<u>Dental</u>		Base Plan	Buy-Up Plan
Employee Only	-	\$37.26 Monthly	\$53.22 Monthly
Employee/Child	-	\$94.41 Monthly	\$128.76 Monthly
Employee/Spouse	-	\$73.87 Monthly	\$106.95 Monthly
Family	-	\$131.08 Monthly	\$182.46 Monthly

Vision

Employee Only	-	\$11.38 Monthly
Employee plus One	-	\$21.56 Monthly
Family	-	\$31.85 Monthly

Life

\$10,000 (Provided by County)

Optional Dependent Coverage

RETIREMENT

Employee Contribution	-	6.00%
County Contribution	-	7.35%
Law Enforcement	-	8.00%

LONGEVITY PAY

0.5% per year of service after 1 year of service

Other benefits include voluntary participation in the Local Government Federal Credit Union, 401K, Nationwide Retirement Solutions and Colonial Insurance.